

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist (TED)  
(Will Consider an Energy Analyst)

**TENURE:** Limited Term (8 months)  
(May become Permanent)

**TIME BASE:** Full Time

**SALARY:** \$4,400.00-\$5,468.00 – Associate Energy Specialist (TED)  
\$2,817.00-\$4,532.00 – Energy Analyst

**LOCATION:** Energy Efficiency Research Office  
Energy Research and Development Division

**FINAL FILING DATE:** UNTIL FILLED

## DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II (TED), in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary Industrial, Agriculture and Water Research teams to plan, develop, implement and administer energy efficiency research, development and demonstration (RD&D) efforts. The incumbent performs a variety of complex analytical tasks in support of the Building Energy Efficiency and Industrial, Agriculture, and Water RD&D Programs.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approve contract amendments; e) review contractor's monthly progress reports and prepare evaluations of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project.
- Develop, select, implement and manage energy efficiency research contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents, c) assist in conducting bidders' conferences, d) develop written summaries of evaluations prepared by consultants and state leads, and e) handle any contract/grant disputes that may arise.
- Perform complex analysis. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports,

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spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions.

- Perform other duties as required consistent with the specifications of this classification.

**WORKING CONDITIONS:** Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #310-241 and Position #3100-4056-002 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Jill Ford (RPA 310-241)  
Personnel Office  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**